

Appendix N

ENGINEERING AND CONSTRUCTION DIVISION

1. OFFICE OF THE CHIEF.

a. Plans, organizes, directs, and manages the operations of the Engineering and Construction Division, Honolulu Engineer District, (POH). Assigns, directs, and reviews work of the Division through seven branch chiefs and resident engineers.

b. Serves as the principal advisor to the District Commander and his executive staff on all aspects of the Engineering and Construction Division's engineering, design, environmental, construction, regulatory, and work for others programs.

c. Formulates and provides guidance on policies and procedures of engineering, design, construction, and environmental missions; manages the total District construction program; advises contracting officers on contractual matters; manages the construction program to assure contract compliance and a high standard of construction quality.

d. Performs field inspections, as required, to ensure adequacy of design, correct deficiencies, improve design for future construction, and observe maintenance and operation procedures for possible changes needed to conform to design assumptions.

e. Prepares District budget estimates for engineering and design activities to the District Commander as applicable for execution of the engineering and design programs. Assures proper allocation of construction, regulatory assets, funding, and manpower to accomplish District program objectives.

f. Represents the Corps of Engineers and the District Commander in dealings of technical issues with representatives of private industry and military agencies and officials of foreign, federal, state, and local agencies.

g. Promotes the architect-engineer (A-E) and Construction Partnering Program to foster effective relationships among the Corps, A-Es and construction contractors, customers, and political entities.

h. Serves as Program Manager for engineering and construction elements in the Engineering and Scientists Career Program.

i. Performs constant reviews and analyses of District engineering, design, environmental, construction, regulation program, and work for others programs. Recommends adjustments necessary to attain corporate objectives.

2. COST ENGINEERING BRANCH.

a. Directs, coordinates and manages the work of the Cost Engineering staff in planning, designing, investigating, analyzing, reviewing, and cost estimating of Civil Works, Hazardous, Toxic, and Radioactive Waste (HTRW) work, military projects, and Work for Others.

b. Provides advice to the Chiefs of Engineering and Construction Division, Programs and Project Management Division, and the District Commander for cost engineering matters.

c. Provides cost engineering support and involvement in construction modification negotiations.

d. Maintains liaison with HQ, Division, and other cost engineering organizations to provide efficient, economical, and improved cost engineering services to the customers.

e. Prepares cost estimates for all proposed military, HTRW, Work for Others, and Civil Works projects for use as budget estimates in the planning stages, as working estimates during the project design stage and as Government Estimate for project construction. Analyzes and reports upon cost trends in industry, utilization of strategic materials and Government cost records for design and construction.

f. Prepares draft DD Form 1354, Transfer and Acceptance of Military Real Property, and Historical Analysis Generator (HAG) for the DoD unit cost guidance as well as TM 5-800-4, Programming Cost Estimates for Military Construction.

g. Prepares government Estimates for demolition contracts and for termination, survey and condition reports, as requested by Real Estate Division.

h. Prepares Government Estimates for any modification or increment of construction with anticipated costs in excess of \$100,000, and, if requested by Construction Branch, for modifications under \$100,000.

i. Provides technical assistance to Construction Branch during their negotiations with contractors.

- j. Provides estimating assistance to other military agencies on their projects, as requested.
- k. Reviews plans, specifications, and constructibility during the preparation of construction cost estimates.
- l. Provides economical, workable, conceptual design alternatives in the Engineering field, as required.
- m. Provides TDY assistance in support of Federal Emergency Management Agency (FEMA) and other agencies as requested.
- n. Prepares network analysis (construction schedules) for Military Construction (MILCON), Civil Works (CW), Operations and Maintenance, Army (OMA), and Non-Appropriated Funds (NAF) projects.
- o. Serves as Engineering and Construction Division staff consultant on cost engineering criteria. Provides recommendations to higher level management for resolution of cost problems.
- p. Provides technical assistance and guidance to A-Es, in-house engineering staff and the using agencies.
- q. Reviews and makes recommendations regarding cost engineering designs, reports, studies, etc. prepared by A-E and in-house forces. These documents include budgetary documents, project development booklets, and preliminary (concept) and final design documents consisting of drawings, design analyses, specifications, and cost estimates. Reviews scope of work and Government Estimates for A-E contracts, and participates in A-E contract negotiations, as requested.
- r. Conducts field investigations to resolve major problems on modifications and claims.
- s. Performs detailed technical analysis of Abstract of Bids and contractor's proposals and recommends approval/disapproval for contract awards.
- t. Conducts technical review activity on cost estimates prepared in order to provide a second level of independent review.
- u. Performs TDY assistance and conducts studies on a cost reimbursable basis for Alaska, Japan, and the Far East upon agreement between Districts.

v. Recommends Value Engineering (VE) items and participates in VE studies. Provides workable conceptual design alternatives in the engineering field that are more economical. Analyzes all costs incident to the planning, design, and construction operation and maintenance (O&M) of projects.

w. Manages the District VE Program.

3. DESIGN BRANCH.

a. Office of the Chief.

(1) Plans, directs, supervises, and coordinates the budgeting, planning, scheduling, and reporting of all in-house design and technical review operations of the branch and correlates the work of the branch with other offices in the District. Provides in-house designs and independent technical reviews for Military and CW funded projects, as well as support for others in the Pacific area.

(2) Provides oversight of the in-house architectural and engineering design and review activities for assigned Military and CW projects. Reports to the Engineering and Construction Division Deputy and Chief.

(3) Provides design and other engineering services to Alaska, Japan, and the Far East Districts on a reimbursable basis.

(4) Provides construction support services to Construction Branch on design-related issues that arise during construction in connection with in-house and A-E designs. Includes work funded through S&A and Contingency sources.

(5) Maintains general liaison and conducts conferences with using agencies, other design entities, local government agencies, military services and other organizations associated with projects and related programs.

(6) Provides TDY assistance to other Districts on a cost reimbursable basis.

(7) Coordinates and prepares programming documents and studies.

(8) Develops, prepares, and produces finalized architectural and engineering drawings using basic raw engineering data received from architects and engineers and applying prescribed design criteria. Prepares electronic bid sets for advertisement.

(9) Prepares, reviews, and finalizes as-built drawings of completed construction projects.

(10) Provides for the oversight of district-wide GIS, CADD and FM program and for management of branch resources, plans and equipment operation and maintenance.

(11) Provides secretarial, clerical, time keeping, fund control, filing and administrative services to the Design Branch staff. Maintains branch and project files.

(12) Provides training and resources of the in-house project team to assure scope compliance, schedule and funding requirements are met.

b. Technical Review Team.

(1) Performs technical review of project designs, report studies, etc., for Military and CW construction in the District's area of responsibility. Maintains regional technical capability. Performs technical design review and provides other engineering services to the Alaska, Japan, and the Far East districts on a reimbursable basis.

(2) Interprets and enforces engineering policies of higher authority and establishes/maintains District engineering standards and criteria.

(3) Responds to comments from Section Chiefs in Design Branch for special engineering studies and reports prepared by the Technical Review staff.

(4) Maintains liaison with USACE, Division and District offices, military using agencies, and others regarding technical information, data and problems.

(5) Performs field investigations to resolve complex engineering problems by correcting deficiencies and improving design.

(6) Participates in conferences with local interest and other federal agencies to explain Corp's policies and designs and reach agreement on intergovernmental and interdepartmental policies and programs. Notifies the Division of these activities.

(7) Maintains a technical library, design drawings and documents, and design criteria and data files.

(8) Serves as District staff consultant on civil, geotechnical, structural, architectural, electrical, communications, mechanical, and fire protection matters. Includes Environmental reviews, technical assistance, or guidance as related to the

water, sewer, water treatment, waste water treatment, solid waste, environmental quality and the HTRW program.

(9) Provides technical assistance and guidance to A-Es, in house architectural and engineering staff, and the using services.

(10) Reviews and makes recommendations regarding civil, geotechnical, structural, architectural, electrical, communications, mechanical, fire protection, reports, studies, etc., prepared by A-E and District in-house forces. These documents include budgetary documents, project development booklets, and preliminary (concept) and final design documents consisting of drawings, design analyses and specifications. Also reviews the scope of work for A-E contracts.

(11) Reviews shop drawings and equipment submittals as requested by Construction Branch.

(12) Conducts field investigations to resolve complex design and construction problems.

(13) Serves as the District Dam Safety Coordinator and Point of Contact (POC).

(14) Provides quality assurance for structural, and fire protection to the Pacific Ocean Division on a "buy back" basis.

(15) Provides TDY assistance to other Districts on a reimbursable basis.

c. Architectural/Specifications Section.

(1) Prepares studies, designs, design analyses, plans, and technical specifications for architectural and interior design portions of assigned military projects. Prepares the technical section for request for proposals (RFP) documents.

(2) Provides construction support services to Construction Branch on architectural and interior design related issues that arise during construction.

(3) Serves as the design lead for most in-house designed military projects, and orchestrates the production of fully coordinated quality design documents.

(4) Provides feasibility and concept studies in support of using service program formulation.

- (5) Coordinates and prepares programming documents.
- (6) Inspects completed construction projects to determine adequacy of architectural design.
- (7) Participates in VE studies.
- (8) Provides master planning services such as investigating and evaluating selected sites and recommending new sites for Military and CW facilities and installations.
- (9) Prepares, complies, and establishes District policy for technical specifications for Military and CW projects. Coordinates the preparation of specifications with other design staff engineers and architects to ascertain the intent of design and suitability of materials and equipment. Coordinates with Programs and Project Management, Office of Counsel, and the Contracting Division to assure that the bidding or proposal schedule, dwelling-unit cost data (for family housing projects), project cost limitations, list of government-furnished property submittal register and sections, measurement and payments, and miscellaneous provisions are accurate and complete and comply with existing laws and regulations.
- (10) Researches and develops work specifications not provided by HQUSACE guidance.
- (11) Prepares amendments to invitation for bids (IFBs) and request for proposals (RFPs) and revisions to specifications for proposed modifications to contracts.
- (12) Provides guidance to, and reviews specifications prepared by A-E firms as well as by other government agencies to assure technical accuracy and adequacy, economy and compliance with criteria established by HQUSACE.
- (13) Prepares amendments and change orders.
- (14) Provides TDY assistance to other Districts on a reimbursable basis.

d. Civil/Structural/Geotechnical Section

- (1) Develops basic civil engineering design data (typically for airfield and road pavements; for structural foundations involving bearing pressures, settlement, expansive characteristics, and piling) from which engineering drawings, contract documents and soil design analysis are prepared. Prepares technical portions of

specifications and design analyses for civil and military projects, as assigned. Includes Environmental activities related to the water, sewer, water treatment, waste water treatment and solid waste.

(2) Prepares studies, designs, design analyses, plans, and technical specifications for assigned military and CW projects. Prepares the technical section for RFP documents.

(3) Provides construction support services to Construction Branch on civil, structural, or geotechnical related issues that arise during construction.

(4) Serves as the design lead for in-house designed projects that are primarily civil, structural, or geotechnical engineering efforts, and orchestrates the production of fully coordinated quality design documents.

(5) Provides feasibility and concept studies in support of using service program formulation.

(6) Coordinates and prepares programming documents.

(7) Inspects completed construction projects to determine adequacy of design.

(8) Participates in VE studies.

(9) Provides master planning services such as investigating and evaluating selected sites and recommending new sites for military and CW facilities and installations.

(10) Prepares amendments and change orders.

(11) Provides TDY assistance to other Districts on a reimbursable basis.

(12) Develops basic civil and structural engineering design and geotechnical criteria (includes specialized soil mechanics requirements, i.e., materials shear strength, pore and earth pressures, and compressibility characteristics of materials) for development of contract documents and design embankments, levees and dams (including zoning and types of materials), sea walls, channel slope protection, and other flood control structures including sheet pile walls and deep cut excavations for projects, as assigned.

(13) Conducts special geotechnical, structural, and engineering geology studies in the District. Advises and consults on geotechnical, structural, and engineering geology problems.

(14) Plans and develops subsurface exploration, sampling and rock testing programs; prepares cost estimates and contract documents for military and CW exploration projects.

(15) Provides TDY assistance to other Districts on a reimbursable basis.

e. Mechanical Section.

(1) Prepares studies, designs, design analyses, plans, and technical specifications for mechanical portions of assigned military and CW projects. Prepares the technical section for RFP documents.

(2) Provides construction support services to Construction Branch on mechanical related issues that arise during construction.

(3) Serves as the design lead for in-house designed projects that are primarily mechanical engineering efforts, and orchestrates the production of fully coordinated quality design documents.

(4) Provides feasibility and concept studies in support of using service program formulation.

(5) Coordinates and prepares programming documents.

(6) Inspects completed construction projects to determine adequacy of design.

(7) Participates in VE studies.

(8) Provides master planning services such as investigating and evaluating selected sites and recommending new sites for military and CW facilities and installations.

(9) Prepares building energy consumption analysis and special energy studies as requested.

(10) Prepares amendments and change orders.

(11) Provides TDY assistance to other Districts on a reimbursable basis.

f. Electrical Section.

(1) Prepares studies, designs, design analyses, plans, and technical specifications for electrical portions of assigned military and CW projects. Prepares the technical section for RFP documents.

(2) Provides construction support services to Construction Branch on electrical related issues that arise during construction.

(3) Serves as the design lead for in-house designed projects that are primarily electrical engineering efforts, and orchestrates the production of fully coordinated quality design documents.

(4) Provides feasibility and concept studies in support of using service program formulation.

(5) Coordinates and prepares programming documents.

(6) Inspects completed construction projects to determine adequacy of design.

(7) Participates in VE studies.

(8) Provides master planning services such as investigating and evaluating selected sites and recommending new sites for military and CW facilities and installations.

(9) Prepares amendments and change orders.

(10) Provides TDY assistance to other Districts on a reimbursable basis.

4. ENGINEERING SERVICES BRANCH.

a. Represents the District Commander, as requested, at conferences conducted by major commands in Hawaii when project execution and management matters are discussed.

b. Monitors or administers A-E and all other contracts for professional services and services related to military construction and civil activities.

c. Develops and tests new acquisition procedures and methods including new technological applications in execution of engineering mission.

d. Assists in development of annual Command Operating Budgets for a wide variety of programs, e.g., Military Construction, Army (MCA), Air Force Housing (AFH), Base Realignment and Closure (BRAC), and Research, Development, Testing, and Evaluation (RDTE), etc. Coordinates the engineering annual and mid-year budget for both civil and military funded activities.

e. Reviews and analyzes cost, budget and analysis reports for military construction projects submitted to the Engineering and Construction Division.

f. Reviews and analyzes progress reports; coordinates engineering cost targets for military projects.

g. Plans, directs, coordinates, and acquires contracts for services of A-Es, engineering consultants, and other professional experts engaged to work with the military design and CW programs within Engineering and Construction Division. Responsible for meeting time standard requirements in accordance with USACE directed goals as staffed through the Division.

h. Directs the A-E acquisition process. Initiates Commerce Business Daily (CBD) announcements. Directs A-E pre-selection/selection process. Develops scopes of work. Prepares an independent government estimate. Coordinates audit and wage rate information. Develops pre-negotiation objectives and summary of negotiations. Leads negotiation team made up of technical procurement experts.

i. Prepares A-E/Job Order Contract (JOC)/Service Order Contract (SOC)/Professional Services/Indefinite Delivery Indefinite Quantity (IDIQ) Construction Contract packages for execution by Contracting Division. Coordinates award of these contracts with all District elements.

j. Administers A-E and professional services contracts, including processing of payments, performance evaluations (where required) and assembling required documentation for contract closeout.

k. Reviews and analyzes Command Management Review (CMR) briefing charts related to the engineering portion of Engineering and Construction Division's portion of the military program goals and execution. Monitors all CMR reports/action related to A-E/JOC/SOC/Professional Services/Services contracts.

l. Prepares a wide variety of reports relating to manpower allocation/utilization and internal engineering workload for the Chief of Engineering and Construction.

m. Evaluates the engineering portion of Engineering and Construction Division's departmental overhead account on a quarterly basis, and recommends changes as applicable. Evaluation is based on actual and projected Engineering and Construction Division expenses.

n. Administers the District's A-E Responsibility Management Program (AERMP) and ACASS Program.

o. Provides support and technical assistance to the installations for the installation support functions in Hawaii. Represents the Chief, Engineering and Construction Division and the District Commander, on JOC and other SOC's administered by the District.

p. Plans, programs, budgets, and executes all Phases of Peacetime and Mobilization Master Plans for all installations in Hawaii, in coordination with DPW, and USAG-HI. Coordinates and assists Emergency Management Division on mobilization planning and Logistics Civil Augmentation Program (LOGCAP) as required.

q. Directs the implementation of GPS technology and GIS for the District.

r. Plans, directs, and coordinates all Master Planning functions in the District.

s. Serves as primary interface with the A-E community in the Honolulu Engineer District area of responsibility acting as point-of-contact dealing with all policies and procedures of A-E contracting and as liaison at joint meetings, conferences and partnering sessions.

5. ENVIRONMENTAL TECHNICAL BRANCH.

a. At the request of the programs/project manager the Environmental Technical Branch prepares technical elements of scopes of work, government estimates, and contributes technical clarifications during negotiations of DERP-FUDS and IRP projects. Coordinates with the Division, Corps Labs, Centers of Expertise, and Honolulu Engineer District Programs and Project Managers to execute all phases of the DERP project from the preliminary assessment phase to the remedial action phase.

b. Provides technical project input, and oversight and executes studies for program and project managers and designers of Honolulu Engineer District and for other federal

agencies, military services and commands on HTRW, asbestos, lead based paint, radon, PCBs, waste minimization/management, air quality, water quality, underground storage tank surveys and removal, spill contingency plans, etc.

c. Executes projects for other agencies and services for HTRW investigation, remediation and cleanup. Conducts site characterization as well as post cleanup/closure documentation/assessment. Responds to emergency leaks and spills of hazardous materials to render technical assistance on cleanup.

d. Prepares review comments on HTRW documentation prepared within Honolulu Engineer District and by outside agencies; provides HTRW technical advice/assistance to Honolulu Engineer District and other districts within Pacific Ocean Division and outside agencies.

e. Provides TDY assistance to other districts within Pacific Ocean Division and other federal agencies and military services to conduct HTRW related investigations and to develop remediation plans and risk assessments.

f. Prepares information papers and briefings regarding HTRW related environmental issues to senior staff and higher headquarters.

g. Provides in-house technical expertise to conduct field investigations for evidence of HTW contamination and recommend and execute cleanup projects.

h. Conducts in-house seminars and training for environmental related subjects; provides advice on OSHA required HTRW training.

i. Provides review of dredged sediment sampling plans and sediment reports to determine ocean disposal suitability for both Operations and Maintenance and Regulatory under District's Civil Works Technical and Regulatory Branches.

j. Actively solicits HTRW related work from other staff elements within the District, the Army, and other DOD and federal agencies, and local governmental agencies where matching federal funds are available.

k. Prepares environmental documentation [Environmental Assessments (EA) and Environmental Impact Statements (EIS)] for all military funded construction projects and Support For Others projects in accordance with the National Environmental Policy Act (NEPA). Supports the CW/SFO program through providing analysis, consultant scoping and reviews, and documentation for NEPA documents and HTRW work.

l. Provides archaeological technical services to conduct cultural resources studies, pre-construction archaeological surveys, and on-site archaeological monitoring during construction of all military construction projects and the CW/SFO projects as requested. Prepares Sec 106 coordination with the State Historic Preservation Office.

m. Participates in formulating technical plans to preserve, enhance, or mitigate impact on the physical, biological, and cultural environment associated with military projects and the CW/SFO projects as requested.

n. Assists in evaluation of, and develops measures for, project alternatives; prepares technical appendices, develops environmental specifications, and assists in monitoring construction work and operations of military projects and the CW/SFO projects as requested.

o. Provides technical assistance to other staff elements in the District, the Army, and other federal, state, and local governmental agencies, in the preservation and enhancement of environmental resources. This assistance includes review of technical documents, participation in interagency committees, performance of environmental surveys, preparation of assessments, assistance on real estate actions, and assistance in litigation. Conducts in-house environmental seminars.

p. Participates in conferences with local and federal agencies, military services and commands throughout the Pacific and OCONUS to resolve/present technical environmental issues.

q. Conducts independent review of A-E and in-house designs for environmental compliance.

6. CIVIL WORKS TECHNICAL BRANCH.

a. Provides engineering, design, and technical information for the execution of the CW Program for the District. As directed, work may include similar work for the Support for Others (SFO) Program. Includes planning analysis, engineering and design, engineering support during construction, and operations and maintenance. The CW program includes the development of water resources studies and projects for navigation, flood control, shore protection, environmental restoration, and related purposes. The SFO program includes reimbursable support for principally non-Department of Defense Federal and State/local agencies.

b. Provides operations, maintenance, and administrative support for the Regional Visitor's Center at Fort DeRussy.

c. As delegated by the Chief, Engineering and Construction Division, represents the District Engineer (DE) related to technical aspects of the CW and Support for Others Program. Participates in forums related to technical aspects of water resources development.

d. Represents the District as National Environmental Policy Act (NEPA) coordinator and Coastal Zone Management (CZM) coordinator. Coordinates other environmental programs in the district, as tasked.

e. Submits and evaluates and technical data and costs related to engineering efforts for submissions for the District's annual CW testimony before Congress.

f. Disseminates directions and policies regarding the engineering and technical aspects of the CW/SFO Program within the District and, as necessary, to external agencies. Ensures that all engineering and technical issues regarding the CW/SFO Program are adhered to in reports and construction documents. Provides quality assurance for all technical products.

g. Prepares CW reports and investigations, which includes the production of engineering analysis of existing conditions, conceptual/ preliminary design, and assessment of impacts of proposed features. Provides technical scopes of work for in-house products and budget estimates for planned work. Provides data, technical analysis, reports, maps, report appendices, and other documentation within the scope of the required documentation. Work includes hydrology, open channel hydraulics, coastal engineering, and related fields. Coordinates and tasks Design Branch and Cost Engineering Branch for the completion of work beyond the capability of the CW Technical Branch. Serves as an active member of the Project Delivery Team to complete all actions in accordance with Project Management Business Processes (PMBP).

h. Completes the preparation of construction plans and specifications for assigned CW/SFO projects. Coordinates with QA and the Resident Engineer on the resolution of Biddability, Constructibility, Operability, and Environmental (BCOE) review comments, resolves all technical concerns, and provides for corrections internally and through Design, and Cost Engineering Branches. Coordinates and tasks Real Estate Division regarding easements, property limits, and project limits.

i. Responsible for engineering support during construction for the CW/SFO program. Prepares clarifications to construction plans and specifications to the

Resident Engineer, manages/prepares design change orders, manages/prepares contributed funds changes (with approval of PPM Project Manager).

j. Responsible for operations and maintenance for Civil Works projects. Prepares workload and budget projections. Prepares Operations and Maintenance Manuals for completed projects. Provides technical analysis and engineering support for Inspection of Completed Works, Project Condition Surveys, and periodic dredging.

k. Provides documentation for the analysis of existing conditions and assesses significant impacts to the preservation, enhancement, or mitigation of the physical, biological, and cultural environment associated with CW/SFO studies and projects. Evaluates the environmental impacts associated with project alternatives and prepares technical appendices for reports. Provides and coordinates correspondence with Federal, State, and local resource agencies regarding commentary to the proposed action, including compliance to national environmental statutes and policies. Prepares records of environmental consideration, environmental assessments, and environmental impact statements. Coordinates with the Environmental Branch for assistance and input relative to archeology and hazardous and toxic wastes.

l. Prior to construction, prepares environmental specifications for each proposed project, assists in monitoring construction work and operations of CW projects.

m. In accordance with Corps regulations, provides economic data collection, analysis of existing economics, determines potential feasibility of potential solutions, compiles benefit categories/justification, and benefit-cost analysis. Provides information in supporting Economics Appendix in CW reports. Updates the economic feasibility on an annual basis for Congressional Testimony or in response to CW decision document requirements.

n. Prepares economic life cycle cost analyses various military construction activities and SFO studies and projects, as requested.

o. Provides technical assistance and guidance to the public and other agencies for developing flood plain regulations, hydrologic/flood hazard evaluation, flood warning and flood preparedness planning, flood proofing measures, permanent evacuation and relocation planning, meeting National Flood Insurance Program Standards, and Executive Order (E.O.) 11988 requirements and for review of federal and non-federal dams.

p. Manages the Cooperative Stream Gauging Program with the U.S. Geological Survey to meet special Corps of Engineers data requirements in connection with the

water resources planning program. Manages hydrologic studies for the collection of basic data for future use in design, construction and operation of water resources projects.

q. Completes technical engineering and reports for emergency repairs of non-federal flood control structures and Civil Works projects under Public Law (PL) 84-99. Provides assistance to the Emergency Management Division and to the Federal Emergency Management Agency (FEMA) for natural disasters in the District, and as requested, for other jurisdictions.

r. Assembles data for Monitoring Completed Coastal Projects (MCCP) and inputs to Corps laboratories for the CW research and development (R&D) programs, including required support to the Coastal Engineering Research Board (CERB). Coordinates remote sensing activities for the CW programs.

s. Prepares CW program booklets, public information brochures, biennial District water resources book, and other presentations, with internal input from PPM, Public Affairs, and other elements of the District. Develops and provides graphic illustrations and related drawings for all CW projects utilized for reports and public presentations.

t. Reviews and comments on other agencies' studies and reports related to the Corps authorities in flood plain management and the regulatory program. Coordinates input from the Regulatory Branch.

u. Reviews and reports upward to Division and HQ USACE on draft planning and technical guidelines and regulations and data calls, including flood damages prevented.

v. Prepares correspondence to higher-level review authorities, staff and information papers when issues deal with engineering, environmental, economics, and other technical issues. Provides technical input to PPM Division regarding congressional, local, and public inquiries for CW/SFO studies and projects.

w. Provides technical input to PPM for the scope preparation of engineering, environmental, and economics work for consultant and A-E contracts. Reviews technical adequacy of A-E products.

x. Provides complete study management, plan formulation, and technical services for the initiation and completion of decision documents in the CW/SFO program, as delegated and mutually determined with PPM.

7. REGULATORY BRANCH.

a. Office of the Chief.

(1) Plans, directs and coordinates the budgeting, planning, development, scheduling, reporting, and execution of the Department of the Army Regulatory Program for the District.

(2) Represents and serves as advisor to the District Engineer and Chief of Engineering and Construction Division on all Regulatory matters.

(3) Maintains partnerships with federal and state agencies involved in the Regulatory program.

(4) Provides information and advice on the regulatory program to state and local governments, the general public, the media, and other interested organizations.

(5) Prepares and justifies annual budgets; monitors budgets, Command Management Review (CMR) Performance and monthly obligation and expenditure reports for activities of the branch.

b. Regulatory Branch (Honolulu Staff Office).

(1) Processes, evaluates, and recommends issuance or denial of Department of the Army permit applications for work in navigable waters under Section 10, Rivers and Harbors Act, for discharge of dredged or fill material into waters of the U.S. including wetlands, under Section 404, Clean Water Act (CWA), and the ocean disposal of dredged material under Section 103, Marine Protection Research and Sanctuaries Act (MPRSA).

(2) Determines Corps Regulatory jurisdiction to include certification or delineation of wetland boundaries.

(3) Participates in national and regional development of bioassay and bioaccumulation testing protocols and techniques; designs dredged material bioassay and bioaccumulation testing plans, and interprets test results to determine whether or not to authorize ocean disposal of dredged material under Section 103, MPRSA and Section 404, CWA.

(4) Coordinates Regulatory permit decisions and resolves conflicts of regulatory opinion, processes wetland delineation, or mitigation with State water quality certifying agencies, State coastal zone consistency agencies, U.S. Fish and Wildlife Service, National Marine Fisheries Service, and the U.S. Environmental Protection Agency.

(5) Coordinates and publicizes Regulatory programs to the public, special interest groups, and native American societies through the preparation and issuance of public notices, holding formal public meetings and public hearings, participating in professional and non-professional informative lectures, seminars and ad hoc committees, and working with, Federal, State Legislative and County Council staffs to develop Regulatory partnerships.

(6) Prepares regulatory decision documents to include Statements of Findings, Environmental Assessments/Impact Statements and Clean Water Act Section 404(b)(1) Practicable Alternative Analyses.

(7) Investigates, resolves and prosecutes alleged violations of Clean Water Act, River and Harbor Act and MPRSA, including violations of permit conditions and mitigation requirements.

(8) Participates in or initiates State, County, and Federal watershed management planning, special area management planning and mitigation banking plans.

(9) Maintains Regulatory database for use in Geographic Information System (GIS) mapping of regulatory activities and preparation of workload reports to Division and USACE.

c. Guam Regulatory Office.

(1) Processes, evaluates, and recommends issuance or denial of Department of the Army permit applications for work in navigable waters under Section 10, Rivers and Harbors Act, for discharge of dredged or fill material into waters of the U.S. including wetlands, under Section 404, Clean Water Act (CWA), and the ocean disposal of dredged material under Section 103, Marine Protection Research and Sanctuaries Act (MPRSA) for the Territory of Guam and the Commonwealth of the Northern Mariana Islands (CNMI).

(2) Coordinates Regulatory permit decisions and resolves conflicts of regulatory opinion, processes wetland delineation, or mitigation with local water quality certifying agencies, coastal zone consistency agencies, U.S. Fish and Wildlife Service, National Marine Fisheries Service, and the U.S. Environmental Protection Agency, and monitors compliance with the laws, regulations and conditions associated with the Regulatory program in Guam, and the CNMI.

(3) As required, provides construction management and quality assurance support for construction projects in Guam and CNMI, including the EPA Construction Grant Program.

(4) Represents the District in meetings and contacts with officials of the Government of Guam, federal agencies, CNMI, Federated States of Micronesia (FSM), and other governments at the request of the District Engineer.

(5) Conducts annual maintenance and post-disaster inspection of completed Corps civil works projects for stability and integrity in Guam and CNMI, as required, and coordinates corrective actions with local sponsors.

8. CONSTRUCTION BRANCH.

a. Office of the Chief.

(1) Plans, organizes, directs, and manages the operations of the Construction Branch. Assigns, directs and reviews work of the branch through section chiefs and resident engineers.

(2) Serves as principal advisor to the Chief, Engineering and Construction Division on all aspects of the District's construction program.

(3) Manages the total District construction program; advises contracting officers on contractual matters; manages the construction program to assure contract compliance and a high standard of construction quality.

(4) Assures proper allocation of construction assets, funding, and manpower to accomplish District program objectives.

(5) Develops the District implementation of construction policy and procedures promulgated by USACE and Pacific Ocean Division.

(6) Assures proper allocation of resources to manage the District HTRW training and execution programs for construction that are consolidated under the Schofield Barracks Resident Office.

(7) Manages the Defense Acquisition Workforce Improvement Act (DAWIA) training and program execution for construction personnel.

(8) Manages the Construction Partnering Program to foster effective relationships among the Corps, contractors, customers, and political entities.

(9) Represents the Corps of Engineers and the District Commander in dealings with representatives of private industry and military agencies and officials of foreign, federal, state, and local agencies.

(10) Issues implementing instructions, regulations, policies, and procedures pertaining to the construction programs.

(11) Serves as training coordinator for the Engineering and Construction Division.

b. Quality Assurance Section.

(1) Manages the District Biddability, Constructibility, Operability, and Environmental (BCOE) Review Program.

(2) Provides oversight for the District Post-Completion Inspection Program and participates in warranties for construction contracts upon request of the field offices.

(3) Participates on A-E Selection Boards and on Evaluation Boards for RFP solicitations.

(4) Provides technical staff supervision over the District's Construction Quality Assurance (QA) Program.

(5) Reviews construction project design documents at the concept and 90% design stages to assure that biddability, constructibility, operability, and environmental considerations are properly addressed. Furnishes written comments and performs backchecks to assure incorporation of review comments. Participates in pre-design reviews on unique projects in order to surface any potential problems affecting construction.

(6) Reviews USACE guide specifications and recommends updates and changes.

(7) Performs technical evaluations of construction to ensure a high standard of quality, contract compliance, accident prevention, and timely completion by staff inspections. Recommends corrective actions for construction deficiencies and contract violations.

- (8) Monitors the Safety Program within Construction Branch and the field offices.
- (9) Determines the need for technical and specialized training for field office personnel. Develops a training program and arranges for facilitators to conduct the necessary training.
- (10) Assists field offices by providing consultation on specialized or unique construction. Provides specially qualified personnel on TDY, as required, to resolve difficult construction problems. Answers field office requests for advice on technical problems.
- (11) Reviews contractor submittals, including shop drawings, certificates, and those involving extension of design.
- (12) Participates in the four and/or nine month post-completion inspections of projects as requested by the field offices.
- (13) Participates in implementing warranties for construction contracts upon request by the field offices.
- (14) Maintains reference material files and contract drawings and specifications for construction contracts.
- (15) Furnishes consultant services to other technical elements of the District regarding construction technology.
- (16) Schedules staff visits to field offices to evaluate construction quality, contract compliance, contract administration, construction economy, efficiency, and progress.
- (17) Serves as training coordinator for Construction Branch.
- (18) Coordinates the requirements for field office space, project signs, pre-bid site investigations, pre-bid conferences, and Contractor Quality Control requirements.

c. Construction Services Section.

- (1) Manages construction resources, project placement, supervision and administrative (S&A) funding requirements, and ensuring expenditures are within the assigned flat rates.

(2) Compiles and analyzes Construction-related Command Management Review (CMR) indicators measuring the performance of the District and field offices.

(3) Participates on Evaluation Boards for Request for Proposal (RFP) solicitations.

(4) Provides initial construction planning to include establishment of field offices, staffing requirements, preparation of job descriptions, initial budget estimates, and logistical support necessary to administer construction contracts.

(5) Develops liquidated damages, network analysis requirements, and reviews the contract performance time for pending contracts. Performs pre-award and pre-qualification surveys of prospective contractors.

(6) Implements the Construction Partnering Program.

(7) Reviews final payment packets (fiscal closeout) for conformity to procedures and regulations.

(8) Serves as the RMS/PROMIS coordinator for Construction Branch. Provides technical assistance in the maintenance of the database as well as developing local programs for extracting data.

(9) Provides all the IM support for Construction Branch, including development of programs and providing technical advice on database management.

(10) Manages the District EPA Construction Grants Program.

(11) Manages all construction contract administrative actions within the District, including modifications, RFP contracts, contract terminations, and claims.

(12) Provides specialized technical assistance and guidance to field offices and other District offices on regulatory, policy, and procedural matters in contract administration.

(13) Reviews all modification packages submitted by the field offices for execution by the Contracting Officers in the District to ensure compliance with all applicable regulations, clarity in the scope of work and sufficient documentation of negotiation to include the basis for settlement. Reviews, on a selective basis, modifications executed by the Administrative Contracting Officers.

(14) Reviews findings of fact and recommendations on contractors' claims prepared by field offices; conducts independent investigations, analysis and evaluations; prepares draft Contracting Officers' Decisions.

(15) Negotiates RFP and Letter contracts, including those for Kwajalein, Small Business Administration (8a Program) and procurements converted from Invitation for Bids (IFBs).

(16) Provides negotiating assistance to field offices.

(17) Monitors status of pending modifications and claims and prepares briefings and reports.

(18) Exercises responsibility for evaluation, consolidation, and preparation of all recurring reports within Construction Branch. Prepares and maintains progress and statistical data on construction programs within subordinate elements.

d. Resident Offices.

(1) Office of the Resident Engineer.

(a) Plans, manages, and directs the activities of the Quality Assurance Section and Office Engineering Section.

(b) Serves as principal advisor to the Chief, Construction Branch on all construction matters for projects administered within the Resident Office.

(c) Manages the total Resident Office construction program; advises contracting officers on contracting matters; manages the Resident Office construction program to assure contract compliance and a high standard of construction quality.

(d) Exercises full authority and responsibility for management of assigned construction contracts to include inspection and acceptance of work, transfer of construction to the using agency, and contractor warranty inspections. Functions as Administrative Contracting Officer (ACO) for assigned contracts.

(e) Establishes and maintains an effective personnel management program which includes personnel safety. Prepares required budget submissions and allocates physical resources to meet objectives and missions.

- (f) Manages an effective quality assurance program.
- (g) Implements and executes the Construction Partnering Program to foster effective relationships among the Corps, contractors and customers.
- (h) Assures that all modifications and change orders issued within the Resident Engineer's ACO authority are timely, reasonable, and in accordance with Federal Acquisition Regulations.
- (i) Implements the District's Safety Program.
- (j) Maintains an effective and professional relationship with contractors, facility engineers, and customers.
- (k) Maintains up-to-date information on future construction programs, manpower requirements and budget requirements/limitations. Determines optimum staffing requirements and coordinates requests through Construction Branch.
- (l) Forwards VE and other cost reduction actions.
- (m) Provides staff briefings.
- (2) Quality Assurance Unit.
 - (a) Manages all contract construction work assigned, and assures compliance with contract terms, plans and specifications. Monitors construction progress as it relates to the approved progress schedule to verify satisfactory contractor progress and/or to identify impacts on completion schedules.
 - (b) Attends design review conferences for all construction projects to be awarded in the respective team areas.
 - (c) Performs BCOE reviews and on-site plan-in-hand reviews.
 - (d) Prepares individual QA plans in accordance with the District QA plan.
 - (e) Conducts all post-award conferences.
 - (f) Determines acceptability of Contractor's Quality Control and Safety/Accident Prevention Plans and ensures that they will be implemented by the contractor in accordance with the contract.

- (g) Determines acceptability of contractors' construction progress schedules.
- (h) Monitors construction progress as it relates to the contractors' progress schedule to ensure satisfactory contractor progress and/or to identify impacts on completion schedules.
- (i) Ensures contractors' monthly submittals and requests for payments for work are submitted and processed in a timely manner.
- (j) Coordinates with using agency and/or local commanders on status of work, security requirements, unusual problems, proposed contract changes, final inspection, and transfer of completed construction.
- (k) Maintains and operates the Resident Manager System (RMS) for all contracts.
- (l) Initiates VE and other cost reduction actions.
- (m) Ensures as-built drawings are correct and timely.
- (n) Reviews all contractors' submittals that are within the capability of the office staff. Transmits submittals requiring approval to the District Quality Assurance Section.
- (o) Ensures that contract closeout such as correction of deficiencies, performance evaluations, final payment, and transfer of construction are prepared within CMR goals.
- (p) Coordinates and performs four and nine month warranty inspections.

(3) Office Engineering Unit.

(a) Processes modifications to contracts, including change orders, within authorized limits and clauses of contracts. Reviews contractor's proposals, conducts negotiations and prepares and assembles modification documents for approval by the Administrative Contracting Officer (ACO) or Contracting Officer (CO).

(b) Assists the CO in the negotiation of supplemental agreements, modifications, claims, and terminations.

(c) Prepares initial Government estimates for change orders within the approval authority of the Resident Engineer. Documents basis for settlement of modifications in excess of formal independent government estimates in the price negotiation memorandum.

(d) Coordinates funding requirements for all modifications with Programs and Project Management Division.

(e) Prepares and maintains status of change items for periodic reporting to Construction Branch.

(f) Prepares price objective memoranda for contract actions exceeding \$500K.

(g) Prepares documents for contractors' partial payments.

(h) Reviews contractors' payrolls on all construction contracts to ensure compliance with the Davis-Bacon labor laws.

(i) Prepares final transfer documents for completed construction projects.

(j) Prepares documents to close out completed construction contracts to include final payment documents and contractor's release of claims.

(k) Updates the Resident Management System with the latest construction modification and financial data.

(l) Maintains office supplies, small purchases (credit card), property, office maintenance equipment, etc.